NRS Web Based Data System
# Level 1 - Training

FY 2006-2007

Objectives

- Background of the Web-based Data System

- Understanding Processes of Quality Data

- Review of Data Entry Processes

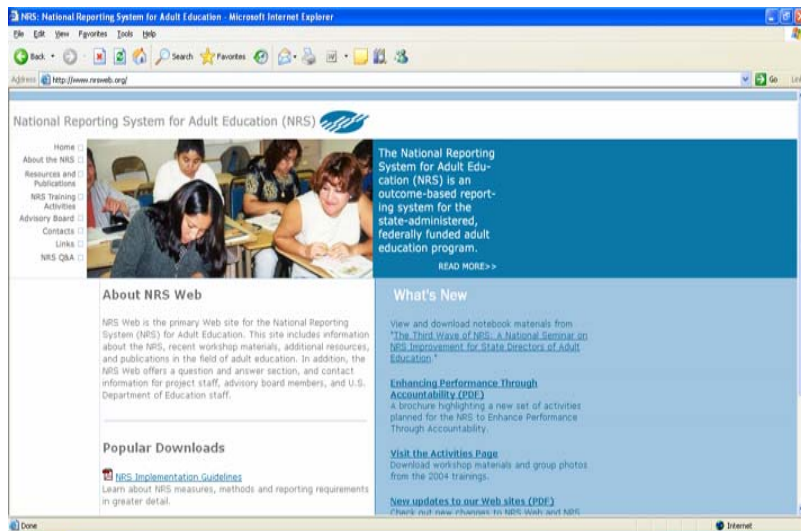- Hands on Data System Experience

Background – The Big Picture

- **WIA and NRS**
  - WIA – Workforce Investment Act of 1998
  - NRS – National Reporting System
- **Accountability**
  - Local
  - State
- **State Support and Monitoring**
- **Incentive Funding**
- **Response to Requests for Information**
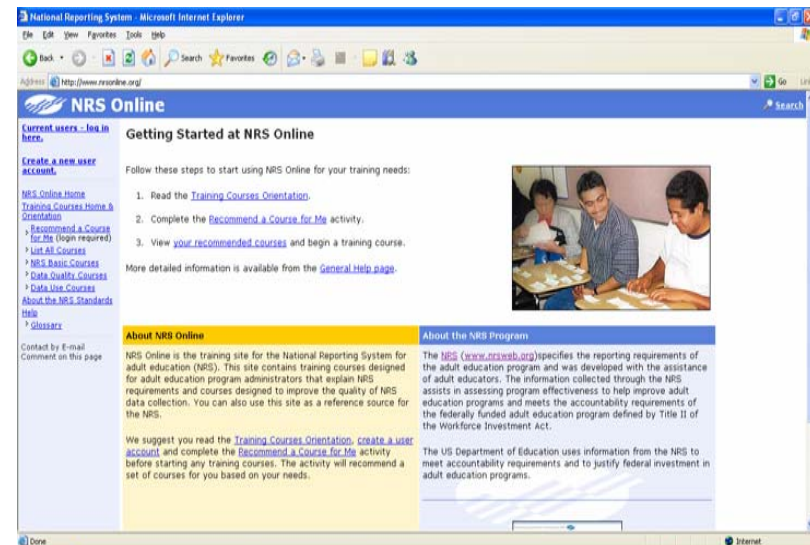
FEDERAL   STATE

LOCAL
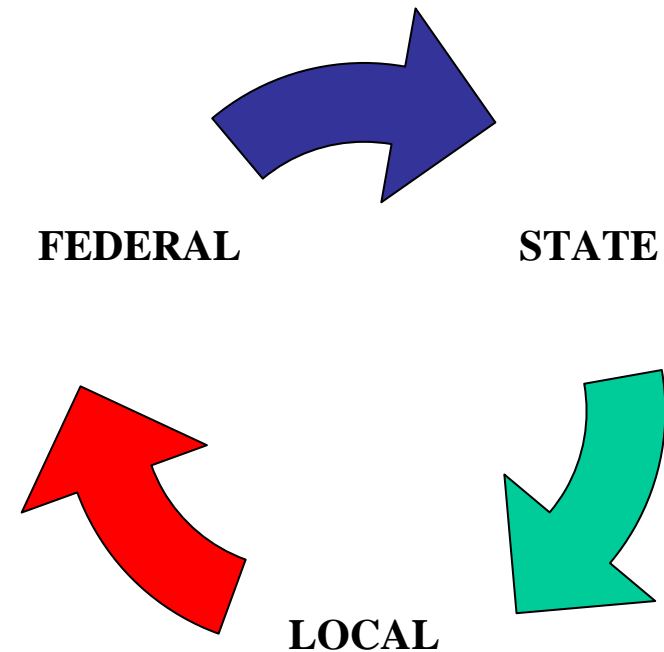
NRS Websites

- www.nrsweb.org
  - Training Notices
  - Provides Reports
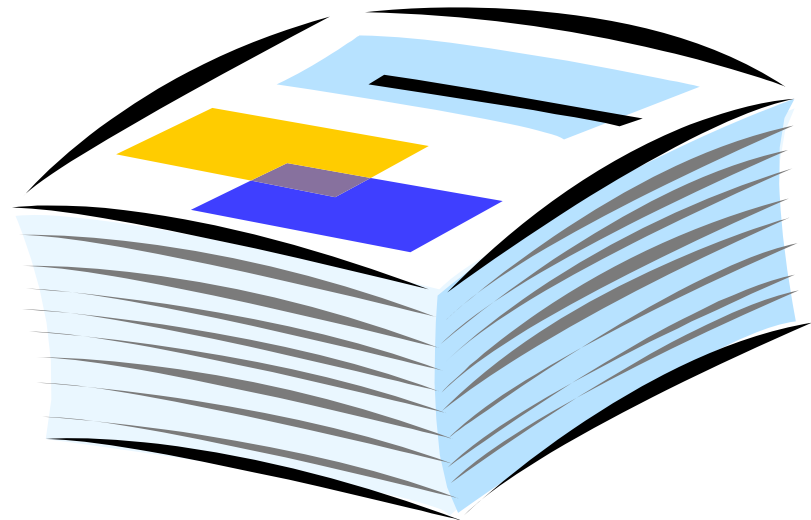 - Basic Information

www.nrsonline.org
Training On-line

Activity 1 – Intake Form and Hour Collection

- Review the sample intake form and compare to current intake form used for the program

- Identify similarities and differences

- Review monthly report of hours

Intake/Demographics

- Matching the Intake Form to the Data System
  - Quality Intake Form – See Sample
  - Common NRS Language
  - Intake Form Submission/Updates
- Clarity of Data
- Timely Entry of Data
- New Students vs. Returning Students
  - Participant Statuses – Update for Returning Students

Welcome to the Data System

Log-in Screen

- Each time you access the data system, you must provide your User Name and Password

- You will be prompted periodically to change your password

- If you enter the log-in information incorrectly 3 times, your Password must be reset by the local single-sign on administrator (SSWS)

- User Name:_____

- Password: _____

Note: The Username and Password are assigned by the SSWS Administrator for your division or by the Adult Ed. Data Specialist.

Forgot Your Password?

- If you forget your password, you can click the link on the log-in screen "**I Forgot My Password**"

- The screen to the right will appear.

- Enter your Username and Email address

- Click Reset Password

- The password will be emailed to your mailbox from the data system.

Application Screen

- You will choose the Adult Education application by clicking on the name (this will likely be your only choice).

- Periodically, announcements appear on this screen about the system – pay attention for system changes and outages.
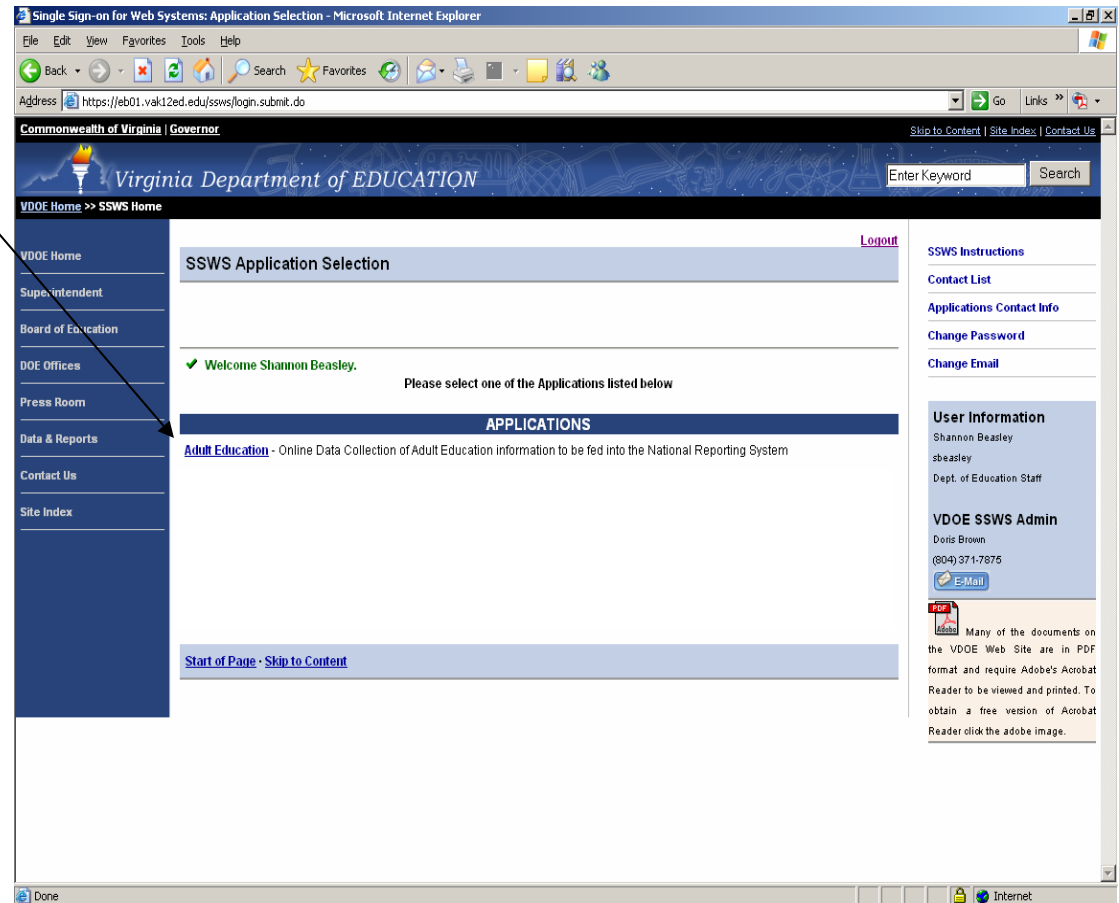
Welcome Screen

- The Welcome Screen notifies you with:
  - Program Number
  - Program Name

- Action options/hyperlinks appear on the left side of the screen including a help document at the top.

- To log out, click the link at the bottom.
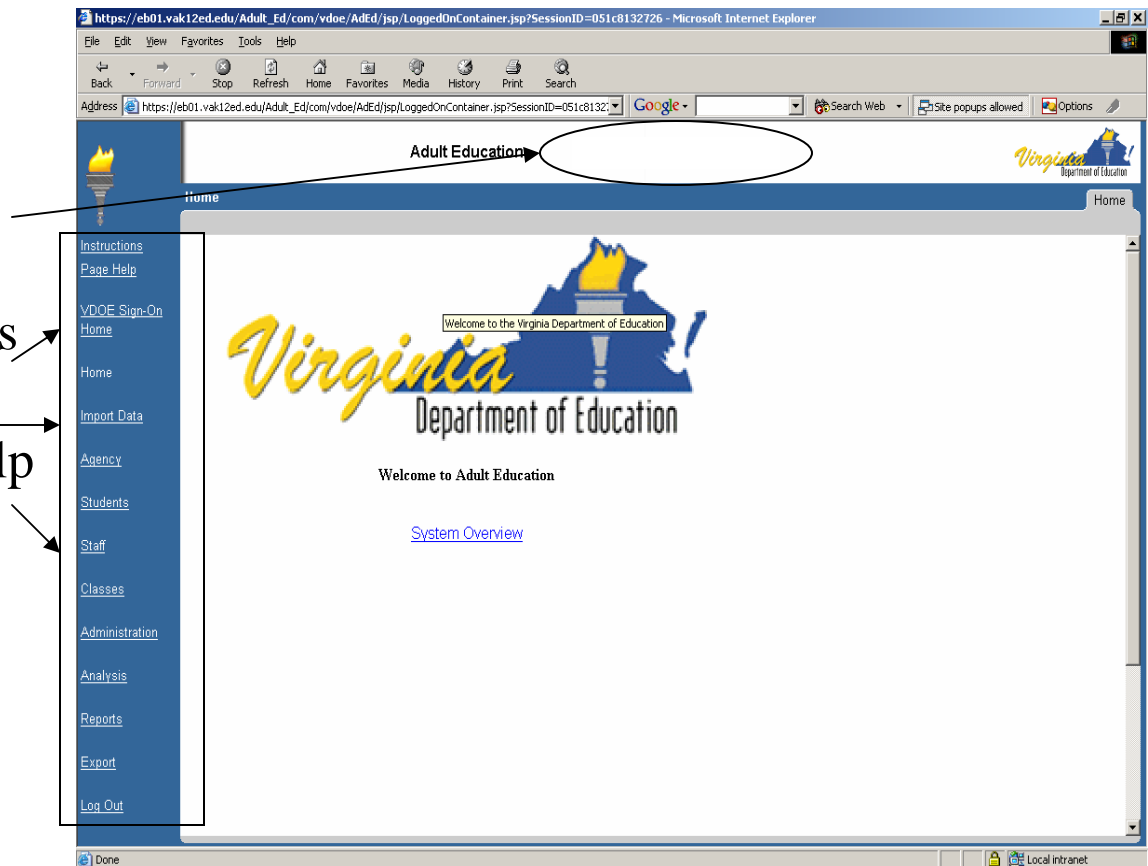
9 Step Process to Accurate Data*

1. Agency Data
2. Enter/Update Staff
3. Create a Class
4. Enter/Update Students
5. Enter Students in Classes
6. Enter Student Hours
7. Student Maintenance
8. Export/Analyze Data
9. Review/Print Reports

* All data must be entered by July 20, 2007 for FY 2006-07

Note: Most pages have a very similar look, feel, and operation structure.
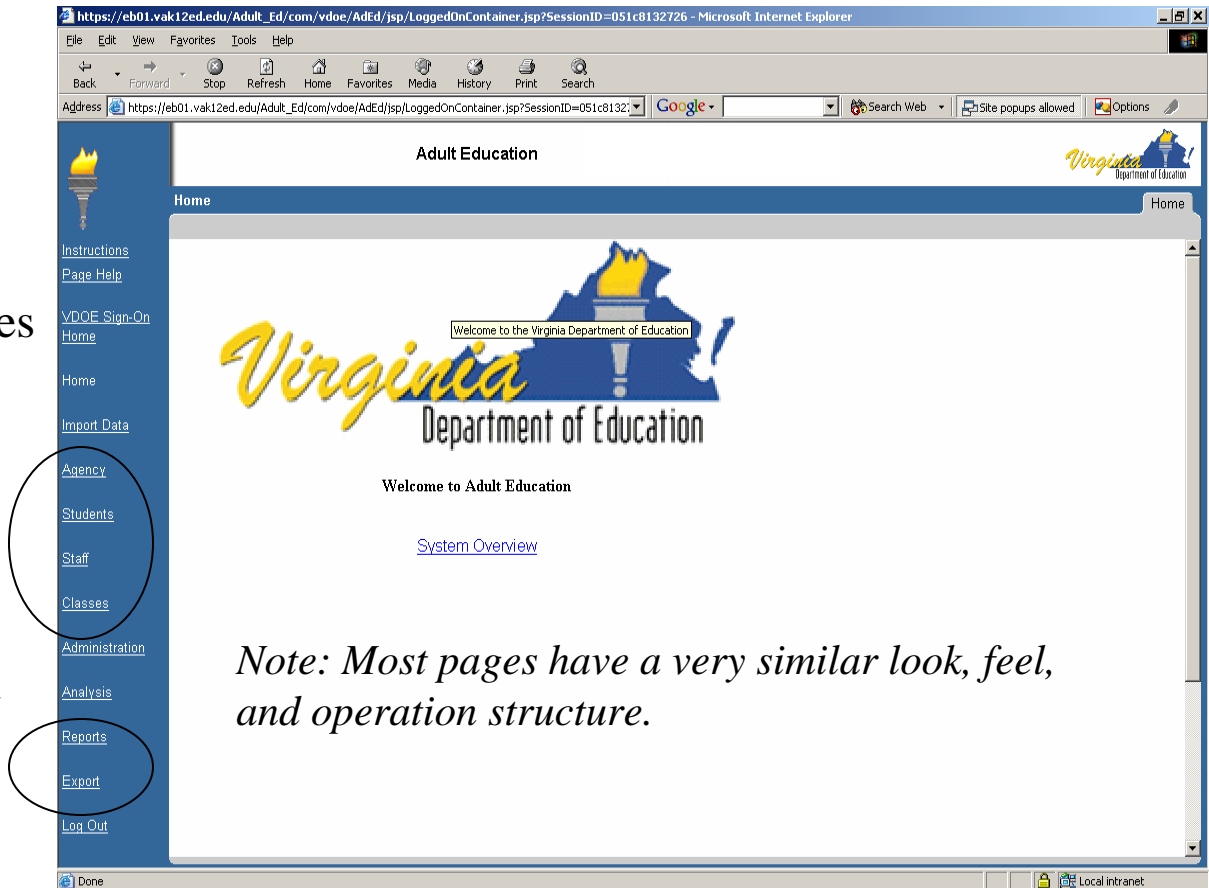
Step 1 – Agency Data

- On the Agency Data page, the majority of the information remains static.

- You may auto number students and staff.

- Assign Instructor Access to assign classes/input hours

Grey tabs are active to accept information.

Establishing a Region

- If you are regional, you assign divisions or programs to your division (See Serving EA List)

- Indicate number of sites (On the Agency Info. Page)

- In a separate process, classes in the data system will be assigned to the division within the region
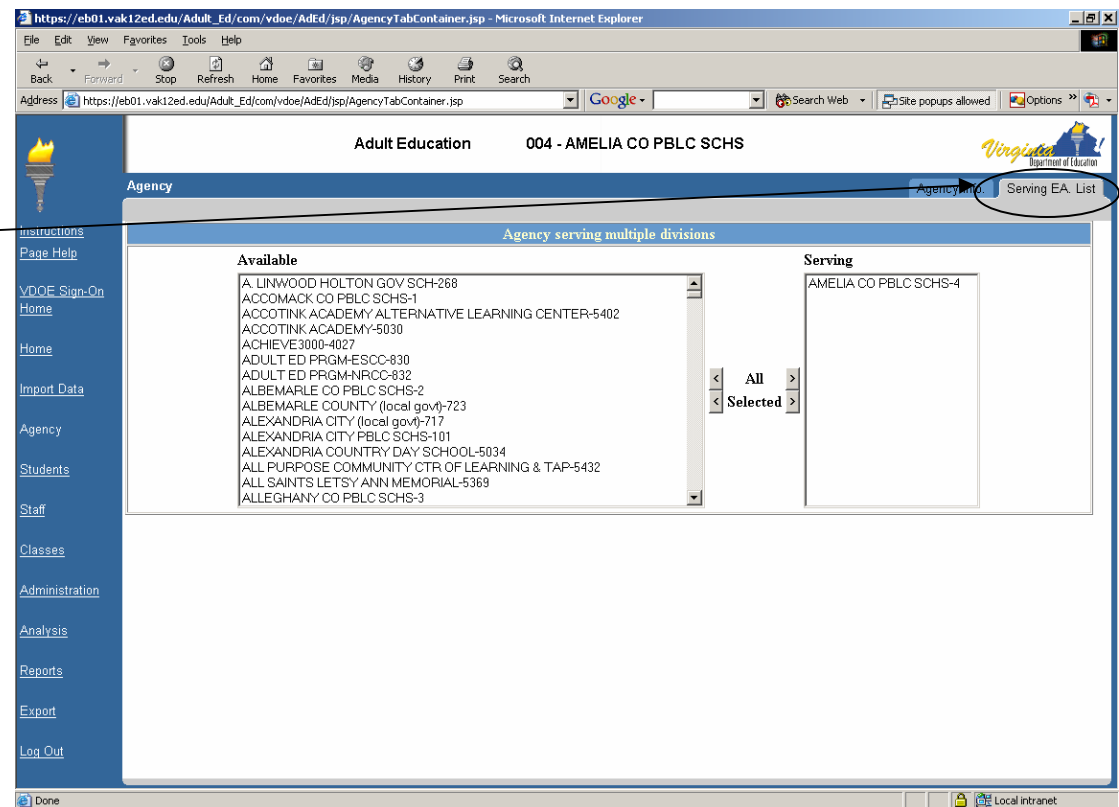
Step 2 – Enter/Update Staff *

(New Staff Must Be Entered Each Year, Returning Staff Should Be Reviewed Each Year)

- The first step is to enter or update your staff information .

- Click the Add Staff Button for New Staff.

- Click the Search button to locate current /former staff

- You may also search by staff number or last name

- Remember to Save Information.

    * Repeat for all staff

Note: For continuing programs, you should already have staff entered.

Staff Search

- <u>Search for staff by the</u>:

  - Staff Number

  - Last Name

  - Fiscal Year
    (Requires Entry of Employment History)

Step 2a - Staff Details Screen

Staff Details:
- Staff Number
- Last Name
- First Name
- Middle Name/Initial*
- Job Status:
  - Part-time
  - Full-time
  - Volunteer
- Function:
  - Administration
  - Teacher
  - Paraprofessional
  - Counselor
- Educational Level
  - Less than HS through Doctorate
- Licensed (Yes/No)

* Not required

Step 2b - Staff Employment History Screen

- It is required to enter the beginning and ending dates for staff work history annually.

- *You will not be able to assign an end date until that date occurs.*

- All new and <u>returning</u> staff should have this information updated.

- All dates must be entered in *YYYY-MM-DD* format.

Calendar option to choose a date rather than typing it.

Step 2c - Staff
Test Certification Screen

- Staff that administer assessments to students must be trained and certified for the specific assessment.

- Indicate the assessments that staff is certified to administer by:
  - Checking the assessment
  - Entering the date certified/trained

- All dates must be entered in *YYYY-MM-DD* format.

Step 2d - Staff Endorsement Screen

- If staff are endorsed, please indicate the area (s) of endorsement.

- Multiple endorsements may be selected.

- Click SAVE when all endorsements are selected.

Staff Notes

- Review the current staff's employment history and function

- Make sure the staff are accurately reflected for your program

- Regional Staff – make sure staff are properly assigned to a division

- Table 7 reviews the staff for a specific program/region

- Once staff are assigned a class, do not delete them from the system – *If you delete staff, all data related to the class will be lost regardless of FY.*

Step 3 – Create a Class *

(New Classes Must Be Entered Each Fiscal Year)

- After adding staff, classes must be created.

- Click the Add Class button to create the class.

- All dates must be entered in *YYYY-MM-DD* format.

Class Search

- **Search for classes by:**

  – **Number**

  – **Description**

  – **Last Name (Instructor)**

  – **Student #**

  – **Fiscal Year**
    (Requires Entry of Class Beginning and Ending Dates under Details Tab)

Step 3a - Add Class Screen

Class Details:

- Class Number
- Description
- Start Date
- End Date
- Instructor Name

- It is good practice to enter beginning and ending dates.
- Class numbers or descriptions should assist in identifying locations, times, or fiscal years.

Class Notes

- New versus Former Classes – *Do not delete previous fiscal year classes: all data related to the class will be lost*

- Classes across Fiscal Years versus Stand Alone – Avoid multiple fiscal year classes

  - If classes cross fiscal years, make all students INACTIVE that will not be attending the following fiscal year.

- Naming Classes

  - Class Descriptions and Numbering

  - Use the location, time, fiscal year, etc. for identification

- Class Performance Comparisons – better descriptions and numbering = opportunity for program review and improvement (trend data)

Step 4 – Enter/Update Students *

(All new students must be entered each year; Returning Students should be reviewed annually)

- Student information must be entered/updated in the system – Click the Add Student or Search Button.

- Three main components entered: demographics, tests/assessments, and goals.

- Optional component – contact information

- Each component has a separate Tab on the student page.

Note: You can also search for students by fiscal year

Student Search

Search for students by:
- Student Number
- Last Name
- SSN #
- Fiscal Year – *controlled by the last date the record was accessed (hours, goals, tests, etc.)*

The blue underlined text are hyperlinks to access the specific students listed.

Note: The more specific the search criteria, the less processing time to find the desired information. All information in the system is **case sensitive**.

Step 4a – Student Demographics Screen

Demographics:

- The only fields not required on the screen are the social security number, GED Testing number, and Post-secondary number, unless you indicate follow-up goals for the student.

- Programs should (✓) check and update participant statuses annually.

- Remember to SAVE after each student entered.

Required Student Demographic Data

- Student Number

  (Can be auto-numbered)

- Intake Date
- Name:
  - Last
  - First
  - Middle
- Gender
- Rural Status
- Employment Status
- Birth Date (Must be at least 18 unless released from compulsory attendance)

- Ethnicity
- Separation before Completion: *(Completion of an Educational Functioning Level before exiting the program)*
- Exit Date

- Social Security Number (SSN):
  - Not required by the state
  - Is required when a student has a follow-up goal assigned
  - Required for Data Matching

- GED Testing number and Post-secondary number should be entered if the number differs from the SSN.

Optional Student Demographic Data*

- Street Address
- City, State, and Zip Code
- Country of Origin **
- Home Phone
- Work Phone
- Email Address

* Providing this information will assist you in creating mailing labels, contact lists, or targeting specific areas of service.

** Required for EL/Civics programs.

Step 4b: Student Tests Screen

Student Tests*:

- All fields on this screen should be completed for each student.
- The first student assessment is a pre-test for that specific subject (I.e. reading, oral,etc.)
- Each additional assessment is considered a post-test.
- Ideally, returning students should have at least one post-test annually.
- Tests determine the student's educational functioning level.

* Refer to the *Assessment and Reporting Policy* for complete details.

Test FAQs*

- <u>FAQ</u>: Do you have to give a new assessment each fiscal year?
- <u>FAQ</u>: What are the approved assessments?
- <u>FAQ</u>: What happens if I switch from TABE 7/8 to TABE 9/10? Can the scores be compared? Can I compare CASAS with BEST?
- <u>FAQ</u>: Can students be given more than one assessment?
- <u>FAQ</u>: Why did the student not increase a functioning level even though the scale scores changed?
- <u>FAQ</u>: What is the best assessment to administer?

*Refer to the Assessment and Reporting Policy

Step 4c: Student Goals Screen

Student Goals:

- There are five primary goals for students.
  - Increase Educational Functioning Level-**R**
  - Enter Employment-**O**
  - Retain Employment-**O**
  - Enter Post-Secondary or Training-**O**
  - Obtain GED, HS Diploma, or EDP Credential-**O**
- The optional goals must be attainable during the fiscal year and require the student to provide a valid social security number.

R – Required Each Fiscal Year
O – Optional Each Fiscal Year

Goal Notes

- Goals should be attainable within the fiscal year
  - Increase Educational Functioning Level must be set for EACH student EACH fiscal year
  - If a goal is completed, you must put a set and met date
- Follow-up Goals:
  - Enter Employment
  - Retain Employment
  - Obtain Credential (GED, EDP, or HS Diploma)
  - Enter Post Secondary or Training
- Secondary NRS Goals:
  - Increase Involvement in Child's Education
    (Family Literacy Programs)
  - Increase Involvement in Child's Literacy Activities *(Family Literacy Programs)*
- Data Matching for Follow-up Goals
  - Students must EXIT the program (be assigned an exit date) to be matched for credit in completing a follow-up goal

Exit Dates Required

- Special Circumstances:
  - Death
  - Moved
  - Major Disability
- Student ability to attain/complete a follow-up goal during the fiscal year
  - Enter Employment
  - Retain Employment
  - Enter Post-secondary or Training
  - Obtain a Credential
- <u>Separated before Completion</u>: *When a person does not complete an educational functioning Level and exits = YES*

Step 5 – Enter Students in Classes*

(Students Should be Entered into New Classes Each Year)

- After completing steps 1 – 4, you must enroll/enter students into classes.

- Select/Search for the class to enter students.

- Once the class is active, choose the Add Students Tab.

Step 5a - Add Students to Classes

Add Students:

- Select the students from the drop down.

- Once selected, click the add button.

- Repeat for each student in the class.

- As you initially build a class, if you add an incorrect student, you can delete the student from the class.

The list of students includes the student's number. Pay attention to the student numbers in parentheses to avoid enrolling the incorrect student.

Add Students -Sample

- Students can be added, deleted, or made inactive
- Avoid making students inactive unless the class meets for a full year
- Missing a student, review their <u>Status</u>
- Inactive students appear at the end of the class list

Step 6 – Enter Student Hours*

(Student Hours Should be Entered into Each Class by the 20th of Each Month)

- After completing step 5, you must enter student hours for the class.

- Select the class to enter hours or continue working with the class when you complete adding students.

- Once the class is active, choose the Add Hours Tab.

* Repeat for all students in all classes

Step 6a - Add Student Hours

Student Hours:

- Enter hours at a minimum monthly – by the 20th for all classes.

- Enter the date assigning hours **(YYYY-MM-DD)**.

- The default number of hours should be zero.

- After entering zero click apply – at this point you must adjust the hours for **EACH** student and click save.

- The best system is to receive a monthly report of hours from each of your teachers.

Hour Notes

- Assign 0 hours and then make adjustments – this avoids entering an incorrect number of hours
- If you report too many hours for a student, subtract hours for the student following the steps to apply hours, but add a (-) minus sign in front of the hours you are subtracting

- Avoid making students inactive
- The best system is to receive a monthly report of hours from each of the teachers
- Enter hours by the 20th of each month
  – ideal data entry is weekly or daily

Step 7 - Student Maintenance*

- As students complete post-testing and goals, you must update their information.

- Also, if students exit the program, the exit date needs to be updated.

- Select the student to update information and update as appropriate.

  Repeat for all students as appropriate

Step 8 – Export/Analyze Data

- The Export feature allows you to query data and review it in Microsoft Excel for specific fiscal years.

- Choose from several export options.

- This is a helpful feature in program improvement and reviewing program effectiveness.
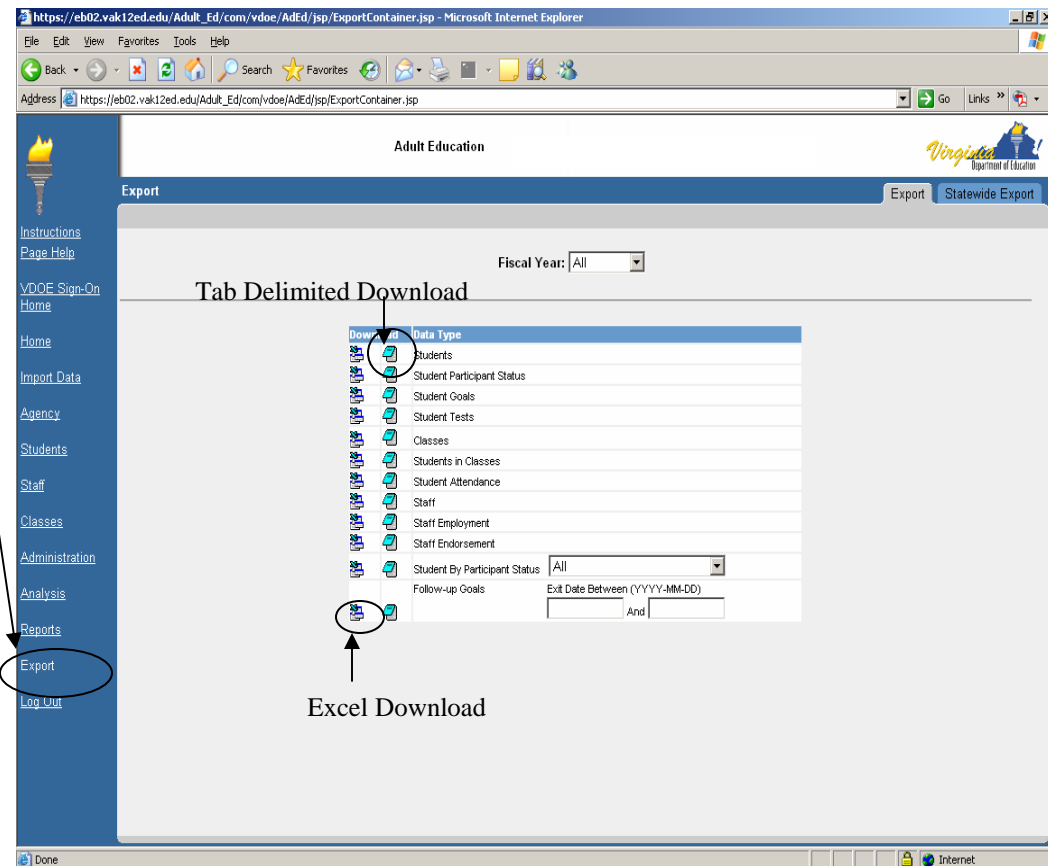
Export Overview

| Export	Assistance
Students	Review of learner demographic information
Student Participant Status	Review of participant statuses checked on learner demographics
Student Goals	Review of all goals assigned to learners – includes exit dates
Student Tests	Review of all assessments entered for learners (Do not use to identify educational gain)
Classes	Review of all active classes
Students in Classes	Review of class enrollments – indicates exit dates, total class attendance, and if a learner made an educational gain
Student Attendance	Review of attendance entered for each learner
Staff	Review of the active staff
Staff Employment	Review of the staff employment history
Staff Endorsement	Review of the staff endorsement(s)
Student by Participant Status	Review of learner demographics, tests, and goals based on a specific participant status – helpful for Civics or Correction program review
Follow-up Goals	Review of learners with employment, post-secondary, or credential goals assigned EXIT dates that will be included in the data match

Export Notes

- Exports assist in making meaning and comparisons from your data

- Locate trouble spots – identify areas to focus

- Review the correctness and completeness of your data – hours, assessments used, exit dates, goal completion, class assignments, etc.
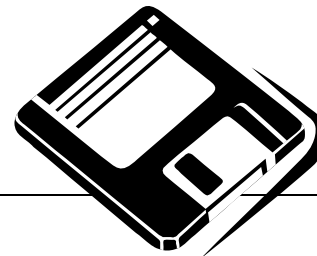
Analysis

- The Analysis function works much like the Exports, except you control the information queried.

- You can query demographic, test, goal, class, and staff data for example.

- Results may be downloaded into Microsoft Excel.
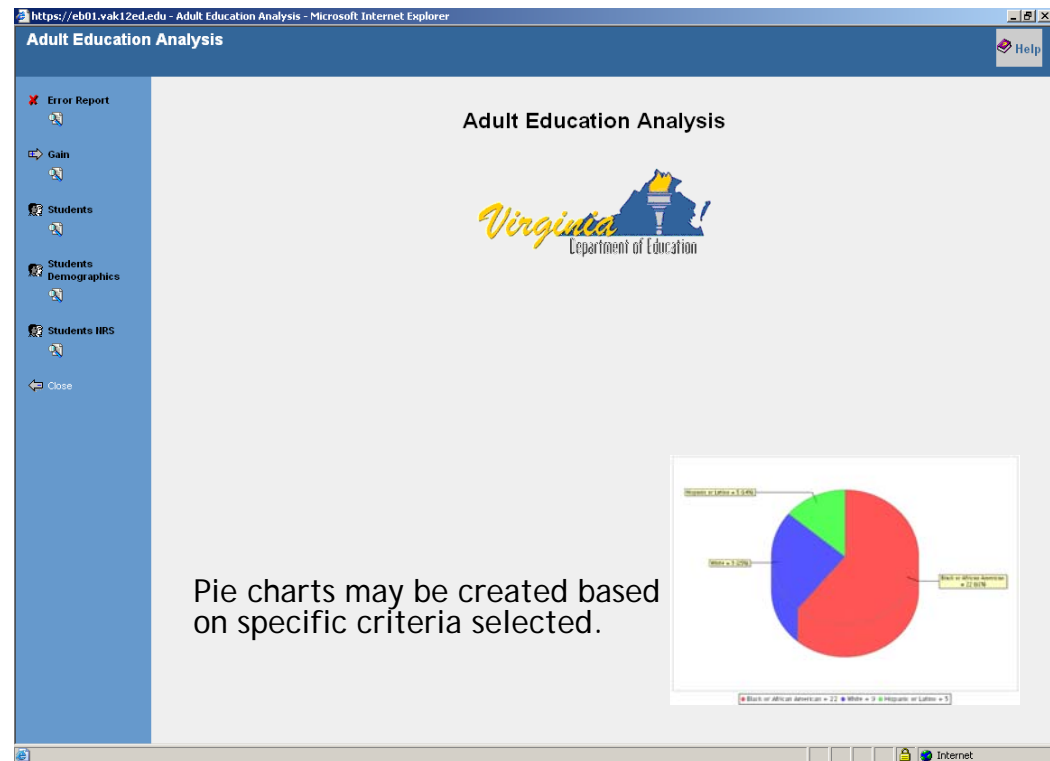
Analysis Search Form - Sample

- The user selects the criteria, such as fiscal year, ethnicity and gender,

- After selection, click search.

- Search for individual students or across entire classes or programs depending on the query.

- NRS logic is built into many of the queries.

- The results are displayed at the bottom of the page in alphabetical order ten (10) rows at a time.

- All items are case sensitive.

Step 9 – Review/ Print Reports

- The information reported on these Tables is aggregated from all programs in the state and reported to the Federal Government.

- NRS Table 4 is one of the most important representing student educational gains.

- The Error Report highlights students with data problems.

- Reports should be reviewed and saved monthly.

- You should print a copy each year for your personal records.

Report Notes

- Reports are output as an Adobe Acrobat PDF file

- Save reports monthly or at a minimum quarterly to compare program performance

- Regional programs receive reports for the region and each of the divisions

- Reports may be printed with or without notes (performance targets, etc.)

Activity 2 –
Review Program Performance

- Review your Table 4 in comparison to the State Negotiated Targets *(See Handout)*

- Did your program meet its targets?

- What explanation can you provide for not meeting the targets?

- Does your Program Manager review this report regularly?

- What corrective action have you taken to improve performance?

Data System Conventions

- Click save after each change made.
- Dates must be entered in YYYY-MM-DD format.
- Dates may not be entered before the current day's date.
- Easiest to enter student hours monthly.
  - Attendance must be entered by the 20th each month.
- Always double-check before you delete records.
- Student gains should be demonstrated by January each year.
- All data must be entered by July 20, 2007.
- Contact the Adult Ed. Office if you have questions.

Getting Started

- ## Log-in to the System
  - https://eb01.vak12ed.edu/ssws/
  - Remember your <u>User Name</u> and <u>Password</u>
- ## Selecting the Application
  - Choose Adult Education
- ## Welcome – Your In!

Contact Information

- Shannon L. Beasley, M.Ed.
- Specialist, Data Management
  - Email: Shannon.Beasley@doe.virginia.gov
  - Phone: 804-371-7852
  - Fax: 804-225-3352